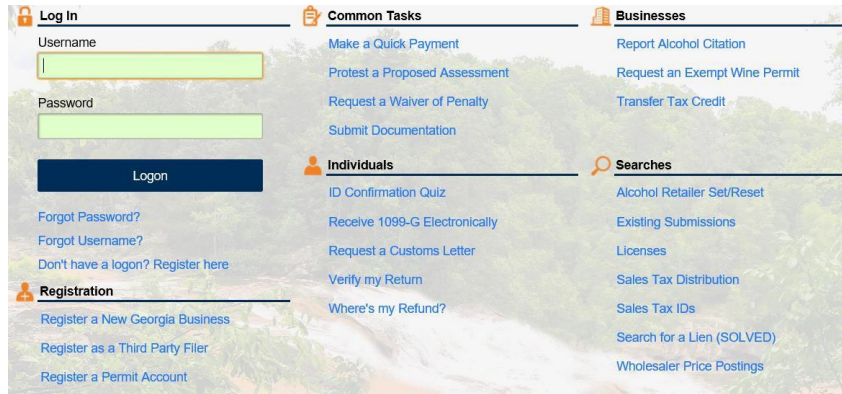


The following documentation provides information on how file a G-1003 Return Online via the Georgia Tax Center.

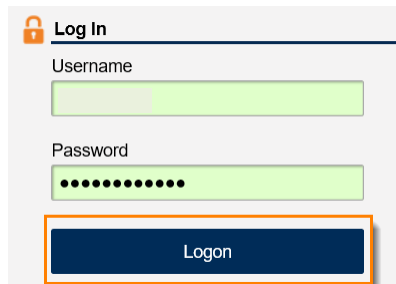
### How to File a G-1003 Return Online

1. Go to the GTC website (<https://gtc.dor.ga.gov>).



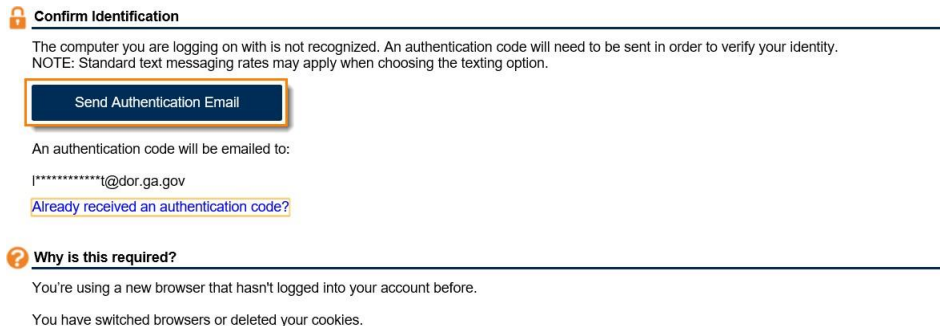
The screenshot shows the GTC homepage with a background image of a river. The 'Log In' section on the left includes fields for Username and Password, a 'Logon' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here'. Below this is the 'Registration' section with links for 'Register a New Georgia Business', 'Register as a Third Party Filer', and 'Register a Permit Account'. The 'Common Tasks' section in the middle lists: 'Make a Quick Payment', 'Protest a Proposed Assessment', 'Request a Waiver of Penalty', 'Submit Documentation', 'ID Confirmation Quiz', 'Receive 1099-G Electronically', 'Request a Customs Letter', 'Verify my Return', and 'Where's my Refund?'. The 'Businesses' section on the right lists: 'Report Alcohol Citation', 'Request an Exempt Wine Permit', and 'Transfer Tax Credit'. The 'Searches' section on the far right lists: 'Alcohol Retailer Set/Reset', 'Existing Submissions', 'Licenses', 'Sales Tax Distribution', 'Sales Tax IDs', 'Search for a Lien (SOLVED)', and 'Wholesaler Price Postings'.

2. Input your GTC username then click the **Logon** button.



This close-up screenshot focuses on the 'Log In' section. It shows the 'Username' and 'Password' input fields, both highlighted with green boxes. Below the password field is the 'Logon' button, which is highlighted with an orange border.

3. If you get the screen to authenticate your logon, click the button to **Send Authentication Email** then check your emails for the message with the code.



The screenshot shows the 'Confirm Identification' screen. It features a message: 'The computer you are logging on with is not recognized. An authentication code will need to be sent in order to verify your identity. NOTE: Standard text messaging rates may apply when choosing the texting option.' Below this message is a 'Send Authentication Email' button, highlighted with an orange border. Underneath the button, it says 'An authentication code will be emailed to:' followed by the email address '\*\*\*\*\*t@dor.ga.gov'. There is also a link: 'Already received an authentication code?'. At the bottom, there is a section titled 'Why is this required?' with two bullet points: 'You're using a new browser that hasn't logged into your account before.' and 'You have switched browsers or deleted your cookies.'

- Input the code into the field and click **Yes** to trust the browser then click the **Logon** button.

**Authentication Code**

An authentication code was sent to:  
|\*\*\*\*\*@dor.ga.gov

Authentication Code

Trust This Browser

[Didn't receive an authentication code?](#)  
[Populate code](#)

- The next screen will show all of the accounts, click the **Withholding Tax** hyperlink (or **Withholding Misc Tax**)

Accounts	Submissions	Correspondence	Names and Addresses	Logons
<b>Accounts</b> <a href="#">More accounts...</a>				
Alcohol License				\$0.00
Corporate Income Tax				\$0.00
Fireworks Excise Tax				\$0.00
Motor Fuel Retailer				\$0.00
Prepaid Wireless 911 Char				\$0.00
Sales & Use Tax				\$0.00
Tobacco License				\$0.00
Tobacco Tax				\$0.00
<b>Withholding Tax</b>				\$0.00

- Click the **Period** hyperlink you would like to file the return.


Periods	Submissions	Correspondence	Names and Addresses	Logons
<b>Periods</b>				
<b>31-Dec-2017</b>				\$0.00

- Click **File or amend return** in the **I Want To** section.

<b>Period</b>  <a href="#">Withholding Tax</a> 31-Dec-2017 Balance: \$0.00	<b>Period Alerts</b> ✓ There are no alerts	<b>I Want To</b> <a href="#">Change Filing Frequency</a> <a href="#">File or amend return</a> <a href="#">Make a payment</a>
<b>Summary</b> There has been no financial activity	<b>Period Activity</b> There has been no activity	

8. Click the File Return hyperlink next to the return you are filing.  
For those due by January 31<sup>st</sup> - file: G-1003 (W-2, W-2C, 1099) i.e. 1099 MISC  
due by February 28<sup>th</sup> - file: G-1003 (1099, G2-A, G2-FL).

For this example, we will file base on the January due date.


 **Return List**

Received Date	Due Date		Return	Status
		<a href="#">File Return</a>	Form G-7	
		<a href="#">File Return</a>	G-1003 (1099, G2-A, G2-FL)	
		<a href="#">File Return</a>	G-1003 (W-2, W-2C, 1099)	

3 Rows

9. Click Yes if you are withholding Georgia income, No if you are not withholding. Click Yes if you are importing this return, If not, Click No. Then click **Next >**.

### Form G-1003

 **Form G-1003**


Did you withhold Georgia income tax?

Do you want to import this return?

[View form instructions](#)

10. Check the boxes next to the forms you are submitting then click **Next >**.

### Form Type

 **Which forms are you submitting?**

☐ W-2

☐ 1099

☐ W2 Corrected

11. Click the link to **Add a W2 Record** then click the **Next >**.

**W2** [Add a W2 record](#)

	SSN	Corrected	First Name	Last Name	Georgia State Wages, Tips, Etc	Georgia State Income Tax
<a href="#">Add a W2 record</a>						

12. Fill out the form, the boxes with the yellow background are the only ones required to complete.

### W2 Form

- Only click "Next" when you have completed all entries
- The color red indicates an incorrect entry
- SSN/Recipient ID, First Name, and Last Name are required for each entry

W2 W2
Delete this W2 Copy row Add a W2 record

**W2 Form**

Corrected ☐

SSN  Required

First Name  Required

Middle Initial

Last Name  Required

Street 1

Street 2

City

State

ZIP

Federal Wages, Tips, Other  0.00

Federal Tax Withheld  0.00

Social Security Wages  0.00

Social Security Withheld  0.00

Medicare Wages and Tips  0.00

Medicare Tax Withheld  0.00

State

Georgia State Wages, Tips, Etc  0.00

Georgia State Income Tax  0.00

Other State

Other State Wages, Tips, Etc  0.00

Other State Income Tax  0.00

Delete this W2 Copy row Add a W2 record

Save and Exit Cancel
Next >

13. Review the Summary page then click **Submit**.

### Summary

**Confirm Submission**

Georgia Taxable Wages:	\$0.00	W-2 Form Count:	1
Georgia Tax Withheld:	\$0.00	1099 Form Count:	0
		Total Form Count:	1

**W2 Form**

Corrected	SSN	First Name	Last Name	Georgia State Wages, Tips, Etc	Georgia State Income Tax
<input type="checkbox"/>	***-**-****			0.00	0.00

Save and Exit Cancel
Submit

14. Click **Yes** to agree that you want to submit the form.

By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

Yes
No

15. Write down or print off your confirmation Number then click **OK**.

 **Confirmation**

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**Submission Information**

Ligon	Submitted
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Withholding Tax	
Submission Title	Return for 31-Dec-2017
Filing Period	31-Dec-2017
Submitted	26-Oct-2017

Your return for 31-Dec-2017 has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is                     . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11

Printable View

OK

Print Confirmation
Print Return

16. The next screen will show you the status of your return.

 **Return List**

Received Date	Due Date	Return	Status
		<a href="#">File Return</a> Form G-7	
		<a href="#">File Return</a> G-1003 (1099, G2-A, G2-FL)	
		<a href="#">View Submissic</a> G-1003 (W-2, W-2C, 1099)	Submitted

3 Rows